



Guiding Them Until They Can

SAFEGUARDING POLICY

Tomorrow's Foundation



Safeguarding Policy

Introduction

Safeguarding refers to an organisation's duty to ensure that its staff, volunteers, activities and programmes do not cause harm to children, young people, or vulnerable adults — collectively termed 'vulnerable people' in this policy. This means taking action to prevent discrimination, neglect, abuse, or harm; ensuring that if concerns about the safety of vulnerable people arise, they are properly addressed and reported to the relevant authorities. The organisation also shares responsibility for protecting its own employees and volunteers when they are at risk, such as during illness or if they face potential harm or abuse.

Child protection forms an essential part of safeguarding, focusing specifically on protecting individual children identified as suffering or at risk of significant harm due to abuse or circumstances related to organisational activities. This involves not only interventions to address suspected or actual abuse but also implementing measures and systems to proactively prevent and respond to such incidents.

In recent years, there has been growing awareness of the vulnerabilities faced by children, young people, and adults at risk—especially of how those in positions of trust and authority, including within international development organisations, can potentially cause harm through abuse, discrimination, neglect, or exploitation.

As a result, development organisations have intensified their efforts to ensure that their staff, volunteers, and representatives do not cause harm to the communities and individuals with whom they work, and that strong protections are in place to respond swiftly and effectively should any concerns arise.

Tomorrow's Foundation acknowledges its responsibility to implement comprehensive safeguarding measures to protect children, young people, and vulnerable adults who may be engaged, either directly or indirectly, by its employees and volunteers. The organisation is committed to promoting the safety and well-being of all individuals involved in its work, including those within the broader communities where its initiatives take place.

Purpose

The policy sets clear guidelines for engaging with children, young people, and vulnerable adults at Tomorrow's Foundation. It aims to ensure protection for all parties, foster a shared understanding of safeguarding, promote good practice, and enforce accountability. Breaches of the policy are subject to disciplinary action, including possible termination and reporting to authorities.

Definitions

Abuse - a violation of an individual's human and civil rights by any other person or persons. It can take the form of physical, psychological, financial or sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the health, survival, development or dignity of a child, young person or vulnerable adult.

Abuse can be a single act or repeated acts and can be unintentional or deliberate. Abuse often involves criminal acts.

Discriminatory abuse – abuse motivated by a vulnerable person’s age, race, nationality, sex, sexual orientation, disability, or other personal characteristic.

Financial or material abuse - including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Neglect - refers to the ongoing failure to provide for a vulnerable person’s essential physical or psychological needs, which can seriously harm their health or development. This may involve not supplying sufficient food, clothing, or shelter; not protecting them from physical or emotional harm; failing to ensure proper supervision or the involvement of inadequate caregivers; or not arranging access to necessary medical care or treatment. Neglect can also mean ignoring or not responding to a vulnerable person’s basic emotional needs.

Physical abuse – includes hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm, misuse of medication, restraint, or inappropriate sanctions.

Psychological abuse - can include actions such as threatening harm or abandonment, denying contact, humiliating, blaming, controlling, intimidating, coercing, harassing, verbally abusing, isolating, or withdrawing a vulnerable person from services or supportive networks. Such abuse may manifest in preventing a vulnerable individual from expressing their opinions, intentionally ignoring or mocking their attempts to communicate, or imposing unrealistic expectations that do not match their age or developmental level. It can also involve severe bullying, including cyberbullying, or manipulating and corrupting a vulnerable person.

Sexual abuse - refers to forcing, enticing, or coercing a vulnerable person into sexual activities, which can involve physical contact or non-contact acts like looking at sexual images or grooming. Perpetrators can be adults or other children, and victims may not always understand what is happening.

Child – Tomorrow’s Foundation regards a child as anyone under the age of 18 years, irrespective of the age of majority in the country in which the child lives or in their home country.

Vulnerable person/people – covers children, young people and vulnerable adults.

Vulnerable adult - a person, 18 years and above, who by reason of disability, age, gender, social and economic status, or illness, the context they are in, may be unable to take care of or to protect him or herself against abuse, harm or exploitation.

Youth or young people – Tomorrow’s Foundation considers ages 19-21 as young adults.

Scope

This policy applies to all employees, volunteers, contractors, interns, and visitors working with Tomorrow’s Foundation, whether paid or unpaid. It outlines the Foundation’s commitment to legal obligations and provides reassurance that there are clear procedures for reporting, recording, and responding to safeguarding concerns. The policy also ensures appropriate recruitment and induction processes, with additional measures for those in direct or indirect contact with vulnerable people.

Objective statement

Tomorrow's Foundation enforces a strict zero-tolerance policy towards abuse and exploitation of vulnerable people, emphasising that safeguarding is everyone's responsibility. The organisation is committed to equality, confidentiality, and the best interests of vulnerable individuals, ensuring that all staff and partners are inducted in safeguarding standards and are accountable for upholding them. The policy is regularly reviewed to ensure ongoing protection and risk reduction.

PROTECTING VULNERABLE PEOPLE

- a.** TOMORROW'S FOUNDATION'S staff, Board members, volunteers and contractors (refer to as "staff" hereafter) shall adhere to the following principles:
- I. All Vulnerable Persons have rights as individuals, without discrimination of any kind and irrespective of race, colour, sex, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, sexual orientation, birth or other status.
 - II. All Vulnerable Persons have equal rights to protection from abuse and exploitation.
 - III. All Vulnerable Persons shall be encouraged to fulfil their potential and inequalities shall be challenged.
 - IV. The welfare of Vulnerable Persons should be safeguarded and promoted.
 - V. Everybody has a responsibility to support the care and protection of Vulnerable Persons.
 - VI. Non-profit or development organisations have a particular duty of care to Vulnerable Persons with whom they work and come into contact with and with whom their representatives work.
 - VII. If a non-profit or development organisation works through partners they have a responsibility to meet minimum standards of protection for the Vulnerable Persons involved in their partners' programmes.
 - VIII. Staff will be viewed as representatives of TOMORROW'S FOUNDATION even when not in working hours and their responsibility to act in accordance with this policy therefore applies at all time.
- b.** TOMORROW'S FOUNDATION's staff shall strive to make TOMORROW'S FOUNDATION's activities safe and caring environment(s) for all people, and in particular Vulnerable Persons.
- A **Caring Environment** is one:
- I. in which the health, safety and welfare of Vulnerable Persons have been assessed and catered for;
 - II. in which staff are aware of the possibility of abuse and take reasonable measures to prevent that possibility; and
 - III. where there is a sound and known reporting system for any incident.

Responsibilities

General

All employees, volunteers, consultants, agency staff, sub-contractors, partner organisations and visitors are obliged to follow this policy and maintain an environment that prevents exploitation and abuse, and which encourages reporting of breaches of this policy using the appropriate procedures.

Staff, volunteers, interns, and others representing Tomorrow's Foundation will:

All staff and representatives of Tomorrow's Foundation must understand and follow the safeguarding policy, promote zero tolerance for discrimination and abuse, build respectful relationships, prioritise the safety of children and vulnerable people, and promptly report concerns or inappropriate behaviour.

Staff, volunteers, interns, and others representing Tomorrow's Foundation will not:

Staff and representatives must never engage in any form of harassment, abuse, discrimination, unsafe or illegal behaviour, or exploitative relationships with vulnerable individuals. They must not agree to keep secrets that could compromise the safety of children or others.

Members of the Board are responsible for:

- Risk Management: Proactively assess and mitigate safeguarding risks.
- Culture & Awareness: Promote a safe, informed, and accountable organizational culture.
- Prevention Measures: Take proactive steps to deter and prevent safeguarding issues.

The Strategic Management Team is responsible for:

- Ensuring the policy is implemented.
- Discussing safeguarding matters at Strategic Management Team meetings at periodic intervals to help ensure progress and address any challenges with implementing the policy and any cases arising.
- Presenting an annual safeguarding report on any instances and action taken/lessons learned to the Board.

All Managers are responsible for:

- Ensuring all new employees receive policy training as part of their induction.
- Ensuring measures are implemented within their area of responsibility.
- Following up and addressing issues appropriately.

HR staff are responsible for:

- Implementing the necessary protective procedures when recruiting new staff.
- Documenting who has signed the policy.
- Ensuring that briefing on this policy is built into Induction processes.

All staff are responsible for:

- Adhering to this policy and the Code of Conduct.
- Reporting concerns using the Whistleblowing policy and procedures set out in the Code of Conduct.

Procedural details:

Recruitment and Selection:

- Safe recruitment and vetting processes are followed for all volunteers, employees, consultants and partners
- All Tomorrow's Foundation employees and volunteers must sign and abide by this safeguarding policy, Child protection policy & the SH policy.

Induction and Support:

All employees and volunteers receive support and training on safeguarding practices, including recognising abuse, handling disclosures, and reporting concerns. Clear processes for addressing safeguarding issues are communicated, reviewed, and consistently applied, with careful assessment if allegations involve staff.

Data Protection

Ensure that personal information is kept confidential unless we have the agreement of the individual and/or their parent/guardian.

Complain and redress

Tomorrow's Foundation requires all employees, volunteers, contractors, and partners to promptly report any concerns, suspicions, allegations, or incidents that suggest abuse or exploitation of vulnerable individuals, or any potential breach of this policy. It is not the role of staff to determine whether abuse has actually occurred, but any concerns must be raised with the individual's line manager, functional lead, or a designated safeguarding point person, who will then follow the established procedures for addressing suspected or actual abuse.

Officers designated for safe-guarding responsibilities

Designated point persons are responsible for handling reports or concerns raised.

The point person is responsible for:

The designated safeguarding point person is responsible for monitoring and recording concerns, making timely referrals, ensuring staff receive up-to-date training, and overseeing the regular review and consistent implementation of the safeguarding policy.